

Advanced Shipment Notification

Ariba Network Supplier Training Guide



When to Use Ariba for Your Shipment

Mandatory Logistics Requirements

1. Supplier's Ready to Ship (RTS) Promise date "confirmation(s)" must be communicated via Ariba upon PO placement and after any need date modifications to the PO line.
2. By default, the Delivery Terms and Transport Condition on the PO itself (visible in the Ariba PO view towards the bottom of the PO header) will populate in the corresponding fields on your Ariba ASN:

Transport Terms Information
Delivery Terms: Transport Condition
Transport Terms: FCA (Free Carrier)
Transport Location: .

- A. If package weight is less than 150lbs/70kg and Delivery Terms are being used, or the Incoterm is a D term (i.e. DAP, DPU, DDP, etc.), FCA or EXW, then the supplier must use Ariba to transmit ASN information (i.e. parcel shipment).
- B. If package weight is greater than or equal to 150lbs/70kg and the Incoterm is FCA or EXW, then the supplier only needs to complete the order release in OTM. There is no need to communicate an Ariba ASN.
- C. If the Incoterm is not FCA or EXW, then the supplier must use Ariba to transmit ASN information



Advanced Shipping Notification

General Considerations

WHAT IS ASN?

An Advanced Shipping Notification is a packet of information containing details about an imminent delivery. The information is prepared by the Supplier and shared with the buyer to streamline and improve the quality of the actual delivery event.

It can contain details about:

- Related documents like purchase orders and confirmations.
- Delivery time, place, vehicle and driver information.
- Type and identification of the packaging materials
- Identification information of the goods to be delivered like batches

WHEN TO USE IT?

The word advanced can be confusing as it has multiple meanings. The way it should be understood in this context is before the actual event. By sending the information as early as possible, you maximize the time for preparing and fine-tuning of the delivery event. To reap the most mutual benefits of the information exchange, timeliness is very important. The sooner ASN is created the better it will serve its goals

WHY TO USE ASN?

Advanced Shipping Notifications improve the efficiency and quality of the goods receipt / delivery process. By sending as much information as possible before the actual event the Supplier and Buyer can better align their mutual processes.

The buyer can prepare and notify employees of the imminent arrival of goods and data quality will be higher as manual re-entry of data is avoided. This will have an impact on the following aspects of doing your business:

- Planning
 - Gate, Parking space, Dock, etc. can be reserved for the delivering truck.
 - Special unloading and Quality Assurance persons and equipment, floor and rack space can be prepared.
 - In case of any bottlenecks, the supplier and buyer can align and adjust the shipment beforehand.
- Execution
 - The time it takes to do the actual delivery will be shorter as everything will be already in place and most of the information that a buyer collects during goods receipt is already available. (e.g. packaging, serial numbers, batches, etc.)
- Administration
 - Since both the supplier and the buyer will have transparency and share the same administrative data there will be fewer differences that need to be clarified afterwards.



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Advanced Shipping Notification

Create ASN

There are 3 possible ways to start creating an individual shipping notice.

From the **Workbench** :

1. Click on Items to Ship tile.
2. Identify the right items using filters.
3. Select and click Create ship notice.

OR

From **Orders/Orders and Releases tab**:

4. Identify the right document using search filters.
5. Click Actions/ Ship Notice or Create Ship Notice button.

OR

6. You can also create ASN from the PO screen. Click **Create Ship Notice**.

Note: Before an ASN can be created, the Order Confirmation must be submitted.

The screenshot illustrates the SAP Business Network interface with three numbered steps for creating a shipping notice:

- Step 1:** SAP Business Network header with navigation tabs: Home, Workbench, Orders. A tile on the right shows "5 Items to ship" for the "Last 31 days".
- Step 2:** The "Items to ship (5)" section with filters: Edit filter, Save filter, Last 31 days, Next 90 days, Exclude fully shipped, +1, Exclude fully received, Exclude fully invoiced. Below is a "Create ship notice" button and a table of items.
- Step 3:** The table from Step 2, showing a selected item (checked box) with details: Order No. 4200332790, Item No. 10, Supplier Part No., Description Material, Schedule Line No. 1, and Need By Oct 21, 2026.
- Step 4:** The "Orders (3)" section with a filter for "4200332928". It includes a "Resend Failed Orders" link and a table of orders.
- Step 5:** The order table from Step 4, showing order 4200332928, version 4, customer GE Vernova International LLC, and amount invoiced. A "Create Ship Notice" button is highlighted below the table.
- Step 6:** The "Purchase Order: 4200332928" screen with two buttons: "Create Order Confirmation" and "Create Ship Notice".

Order No.	Item No.	Supplier Part No.	Description	Schedule Line No.	Need By
Customer: GE Vernova International LLC - TEST	Ship To Address: GE Gas Turbines (Greenville) L.L.C., Greenville, SC, USA				
4200332790	10		Material	1	Oct 21, 2026

Order Number	Version	Customer	Amount Invoiced	Actions
4200332928	4	GE Vernova International LLC -		...

Advanced Shipping Notification

Create ASN – Header Level

1. Do not modify the “Ship From” ¹ or “Deliver To” ² addresses.
2. Packing Slip ID ³, Ship Notice Type ⁴ (please select “Actual”), Shipping Date ⁵ and Delivery Date ⁶ are mandatory fields.
3. Carrier Name ⁷ is also mandatory; once you select your Carrier, the Tracking No. field, ⁸ which is also mandatory, will appear and can be updated.

The screenshot displays the 'Advanced Shipping Notification' form. At the top, the 'SHIP FROM' section (1) shows 'Microflex Inc. - TEST' with an 'Update Address' link. The 'DELIVER TO' section (2) shows 'EPF Usine Belfort' in 'BELFORT, France'. Below these is the 'Ship Notice Header' section. The 'SHIPPING' section contains: 'Packing Slip ID:*' (3), 'Invoice No.:', 'Requested Delivery Date: --', 'Ship Notice Type' (4) with a 'Select' dropdown, 'Shipping Date:*' (5) with a calendar icon, 'Delivery Date:*' (6) with a calendar icon, 'Hazard Type:' with a 'Select' dropdown, and 'Is Divisible: ①' with a checkbox. The 'TRACKING' section contains: 'Carrier Name:*' (7) with a dropdown menu, 'Service Level:', and a callout box (8) showing the expanded 'Carrier Name' dropdown with 'US Postal Service' selected, revealing 'Tracking No.*' and 'Tracking Date:' fields. The GE VERNOVA logo is in the bottom right corner.

Advanced Shipping Notification

Create ASN – Header Level

4. Use the upload tool to attach ① additional documents if needed.

5. In the Delivery and Transport Information section ②, the Delivery Terms/Incoterms ③ and Shipping Payment Method ④ are required fields.

ATTACHMENTS

Name	Size (bytes)	Content Type
No Items		

① No file chosen
The total size of all attachments cannot exceed 100MB

② **DELIVERY AND TRANSPORT INFORMATION**

Delivery Terms: * ③

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method: * ④

Shipping Contract Number:

Shipping Instructions:

Transport Terms:

Delivery Terms

- Collected By Customer
- Delivery Condition
- Despatch Condition
- Transport Condition

Incoterms

- Ex Works
- Free Carrier
- Delivered at Terminal
- Delivered at Place
- Carriage Paid To
- Carriage and Insurance Paid to
- Delivered Duty Paid
- Free Alongside Ship
- Free on Board

Unit	Gross Weight	Unit	Sealing Party Code	Seal ID



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Advanced Shipping Notification

Create ASN – Line Level

Information from the purchase order is copied to the ship notice (part ID, qty, need by, price, etc.).

Scroll down to view line-item information and update the quantity shipped for each line item

1. Populate all required fields for your product type at line level. For all orders, the quantity can be equal or lower than the purchase order line.
2. Click **Remove** **1** button to exclude the whole line from this ship notice.
3. If you click **Add Ship Notice Line** **2** button, you can split the quantity to populate multiple batch IDs per quantity.
4. **Country of Origin** **3** (COO) is mandatory. If there is a PO line where the goods are originating from more than one country, you can add a second shipment line for the second COO.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
4200332928	10		ZSER_STORAGE_N1	1.000	EA	30 Nov 2026	30 Nov 2026	494.38 EUR	494.38 EUR	1FR3
Description: Storage Services										
Shipment Status Total Item Due Quantity: 1 EA										
Confirmation Status Total Confirmed Quantity: 1.000 EA										
Total Backordered Quantity: 0 EA										
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date						
1	1.000				Download PDF	Add Details	Country Of Origin: 1 *	(no value)		

2 [Add Ship Notice Line](#)

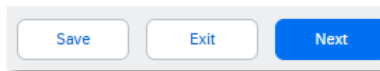
1 [Remove](#)

3

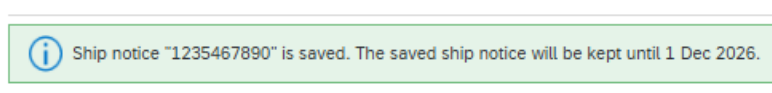
Advanced Shipping Notification

Review Before Submitting

1. To save a draft document, click **Save** on the top of ASN screen. Saved drafts will **not** be sent to the customer.



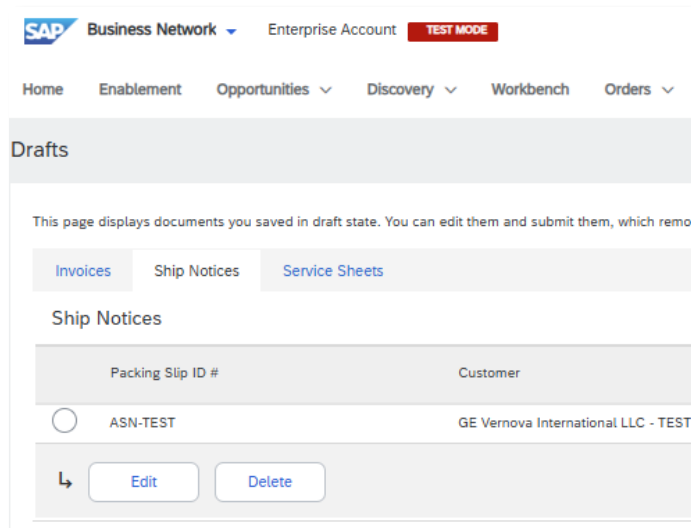
2. The saved ASN will be saved for 60 days.



3. The draft can be accessed and modified from **Fulfillment/ Drafts**.

4. Select **Ship Notice**.

5. Click **Edit** to modify the document and finalize it.



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Submit the Final Document

1. In the ASN main screen, check if all required fields (*) were populated. Click **Next** on the top of the screen.
2. At the header level, please review the delivery date and make sure it is applicable to all shipped PO lines.
3. At the line level, check that the shipped quantity is correct for each line.
4. Click **Submit** to send the ASN to the customer.
5. If there is any information that needs to be edited, click **Previous**

Create Ship Notice

SHIPPING

Packing Slip ID: 981010351
Invoice #: --
Requested Delivery Date: --
Ship Notice Type: --
Actual Shipping Date: 22 Oct 2026
Actual Delivery Date: 28 Oct 2026
Gross Volume: --
Gross Weight: --
Is divisible: No

DIMENSIONS

Gross Volume: --
Gross Weight: --
Total Length: --
Total Width: --
Total Height: --

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: Transport Condition
Delivery Terms Description: --
Transport Terms Description: --
Is sensitive: No

TRACKING

Carrier Name: EGL Eagle Global Logistics
Carrier Code: --
Tracking No.: 054105106841606
Bill of Lading No.: --
Tracking Date: --
Shipping Method: --
Service Level: --

Shipping Payment Method: Collect
Shipping Contract Number: --
Shipping Instructions: --

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By
4200332790	10	Description: Material		10,000	EA	21 Oct 2026

Note: After submitting your shipping notice, the Order Status will be updated to Shipped (if fully shipped), or Partially Shipped.